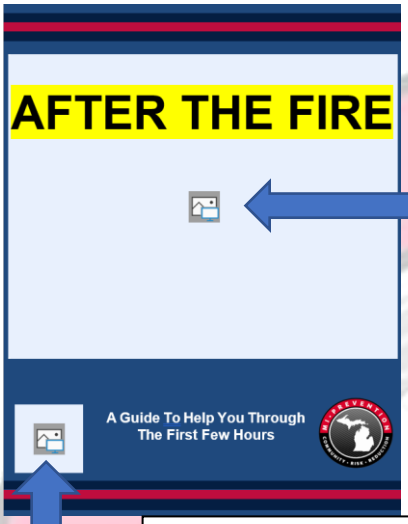
Fire Department Instruction Page

Thank you for using the "After The Fire" document to help your residents. Please follow the instructions below to help customize for your Fire Department.

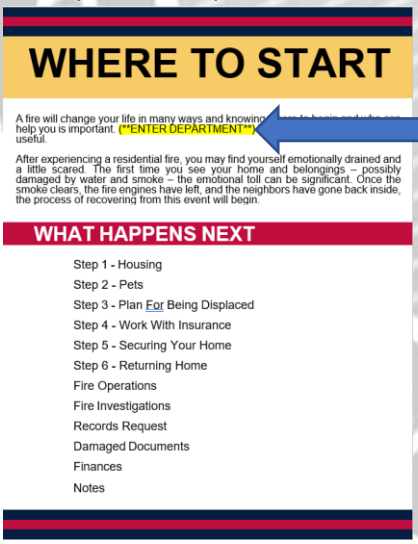
1. Click the picture boxes where the arrows are pointing and upload a fire department photo and your fire department logo to the document.



Click and upload a Fire Department

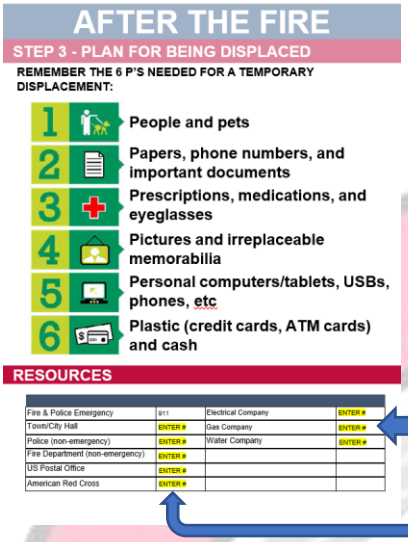
Click and upload your Fire Department logo

2. Enter your fire department name in the highlighted area.



Enter your Fire Department

3. Enter in phone numbers in the highlighted area. There is space under the “Resource” section if you want to add more resources for utilities, municipalities, or agencies.


AFTER THE FIRE

STEP 3 - PLAN FOR BEING DISPLACED

REMEMBER THE 6 P'S NEEDED FOR A TEMPORARY DISPLACEMENT:

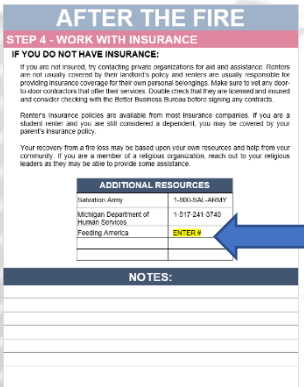
1. People and pets
2. Papers, phone numbers, and important documents
3. Prescriptions, medications, and eyeglasses
4. Pictures and irreplaceable memorabilia
5. Personal computers/tablets, USBs, phones, etc
6. Plastic (credit cards, ATM cards) and cash

RESOURCES

Fire & Police Emergency	911	Electrical Company	ENTER #
Town/City Hall	ENTER #	Gas Company	ENTER #
Police (non-emergency)	ENTER #	Water Company	ENTER #
Fire Department (non-emergency)	ENTER #		
US Postal Office	ENTER #		
American Red Cross	ENTER #		

Enter in the phone numbers for the following municipalities and companies

4. Enter in the phone number for other assisting resources.


AFTER THE FIRE

STEP 4 - WORK WITH INSURANCE

IF YOU DO NOT HAVE INSURANCE:

If you are not insured, try contacting private organizations for aid and assistance. Renters are not usually covered by their landlord's policy and renters are usually responsible for providing insurance coverage for their own personal belongings. Make sure to vet any door-to-door contractors that offer their services. Double check that they are licensed and insured and consider checking with the Better Business Bureau before signing any contracts.

Renters insurance policies are available from most insurance companies. If you are a student renter and you are still considered a dependent, you may be covered by your parent's insurance policy.

Your recovery from a fire loss may be based upon your own resources and help from your community. If you are a member of a religious organization, reach out to your religious leaders as they may be able to provide some assistance.

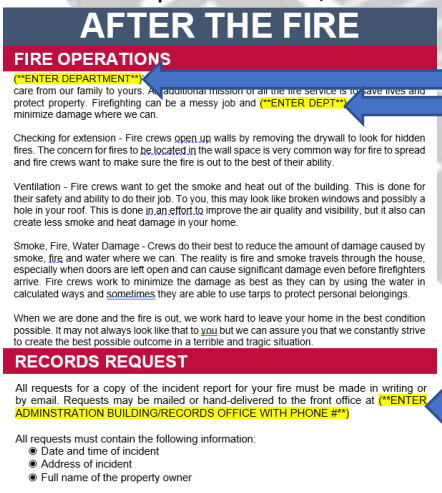
ADDITIONAL RESOURCES

Salvation Army	1-800-SAL-ARMY
Michigan Department of Human Services	1-517-241-3740
Feeding America	ENTER #

NOTES:

Enter in the phone number for additional resources. (i.e., Foodbanks, housing centers, clothing centers)

5. Enter your Fire Department name in the “Fire Operations” section where the highlighted areas are. Under the “Records Request” section, enter where your residents may request fire records with a phone number.


AFTER THE FIRE

FIRE OPERATIONS

(**ENTER DEPARTMENT**) care from our family to yours. An additional mission of all the fire service is to save lives and protect property. Firefighting can be a messy job and (**ENTER DEPT**) minimize damage where we can.

Checking for extension - Fire crews open up walls by removing the drywall to look for hidden fires. The concern for fires to be located in the wall space is very common way for fire to spread and fire crews want to make sure the fire is out to the best of their ability.

Ventilation - Fire crews want to get the smoke and heat out of the building. This is done for their safety and ability to do their job. To you, this may look like broken windows and possibly a hole in your roof. This is done in an effort to improve the air quality and visibility, but it also can create less smoke and heat damage in your home.

Smoke, Fire, Water Damage - Crews do their best to reduce the amount of damage caused by smoke, fire and water where we can. The reality is fire and smoke travels through the house, especially when doors are left open and can cause significant damage even before firefighters arrive. Fire crews work to minimize the damage as best as they can by using the water in calculated ways and sometimes they are able to use tarps to protect personal belongings.

When we are done and the fire is out, we work hard to leave your home in the best condition possible. It may not always look like that to you but we can assure you that we constantly strive to create the best possible outcome in a terrible and tragic situation.

RECORDS REQUEST

All requests for a copy of the incident report for your fire must be made in writing or by email. Requests may be mailed or hand-delivered to the front office at (**ENTER ADMINSTRATION BUILDING/RECORDS OFFICE WITH PHONE #**)

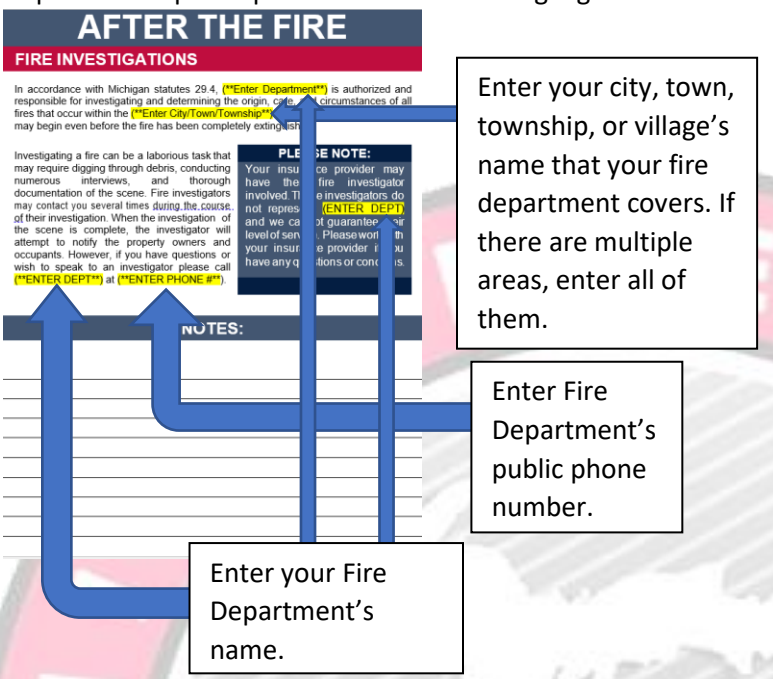
All requests must contain the following information:

- Date and time of incident
- Address of incident
- Full name of the property owner

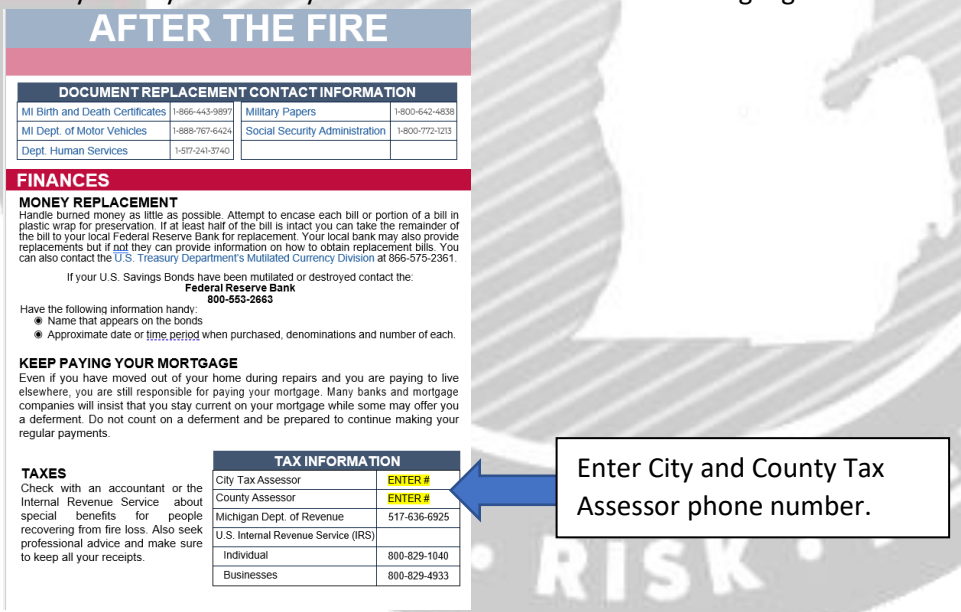
Enter in your Fire Department’s name in both highlighted fields.

Enter the administration or records building where a resident my request fire records with a phone number or email.

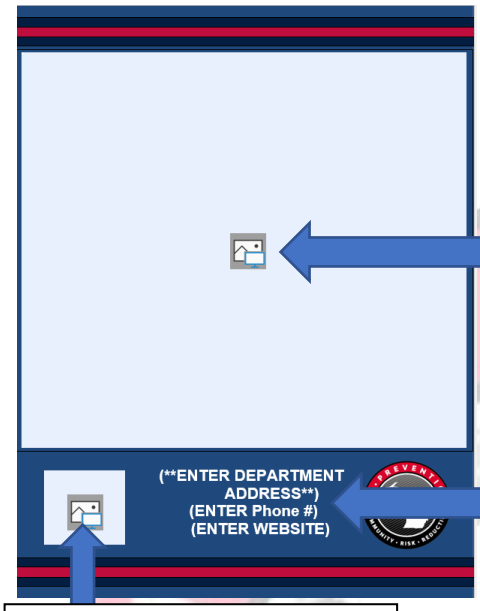
6. Enter your Fire Department name under “Fire Investigations” in the highlighted area. Enter the name of your city, town, township, or village under the “Fire Investigations” in the highlighted area. Enter your Fire Department’s public phone number in the highlighted area.



7. Enter your city and county tax assessor’s information in the highlighted area.



8. This is the last page. You may add a picture, your logo, and add your Fire Department address, phone number, and website in the designated areas.



Click and upload Fire Department photo.

Enter Fire Department address, phone number, and website information.

Click and upload Fire Department logo.

9. Click **Save** and **Print**.

For any questions, please contact either,

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